

Clayton State University

Office of Community Standards

SPECIFICATION OF CHARGES FORM

Student Full Name: _____

ID#: _____

Email _____

Phone#: _____

The steps listed below are followed to ensure the accused student is provided due process during the investigative and hearing processes. After each step, the student will initial acknowledging they received the appropriate information and were given the opportunity to choose when applicable.

I. The alleged violations were discussed and explained to me. I am aware that I am being charged with violating the following policies of the Student Conduct Code: Academic General Housing Policy

		Responsibility?	
		Accept	Deny
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

For Academic Violations only: First Offense Referred to Office of Community Standards

If referred to Student Conduct, type reason for referral: _____

II. The purpose of this meeting and an overview of the conduct process and my Rights and Responsibilities have been explained and provided to me.

Student Initials

III. The hearing/sanctioning options available to me have been explained and I have chosen:

I accept responsibility for my actions regarding the charge of misconduct. I agree to accept the sanctions imposed. Furthermore, I understand that I may face additional charges and a judicial hold on my account if any sanctions are not completed by the assigned deadline. By accepting responsibility I also understand that I am waiving my right to a hearing and an appeal. I choose the sanction authority below to administer my sanction:

- Instructor (Complete Adjudication Form)
- Housing Officer
- Conduct Officer
- Hearing Officer

Note: An official sanction letter will be emailed to the student.

I deny responsibility and am formally requesting that this matter be referred to a formal hearing. The formal hearing can be with a Hearing Officer or with the University Hearing Panel. The Hearing authority that I select below will determine whether or not I am "In Violation" of the Clayton State University Code of Conduct and will administer appropriate sanctions if I am found "In Violation" I choose the hearing authority below to adjudicate my case.

- Hearing Officer – One (1) Faculty or Staff Member
- University Hearing Panel – Group of Faculty, Staff, and Students

Student's Signature

Date

Conduct Officer or Instructor Signature

Date

Course Title (If applicable)

Course #

Print Name & Title of Conduct Officer or Instructor